

**ASA BOOK PUBLISHER CHECKLIST**

<b>Book title</b>		<b>Registry</b>	
Subtitle		<b>Queue</b>	
<b>Publisher Book ID No. ASAPCID</b>		Printer Book ID No.	
Author		<b>Pen name</b>	
Editor			
Illustrator			
Publisher			

Jacket	<div style="border: 1px solid black; padding: 5px;">                 Publication Date: _____                   PDF Password: _____             </div>
Client Information Sheet	
Copy of Manuscript	
Production Control Log	
Work Product Checklist	

START DATE	TASK	PAGES	COMPL. DATE	IDENTIFICATION	PDF
	<b>ISBN</b>	n/a			n/a
	LCCN	n/a			n/a
	Cover page				
	Title/Copyrights page				
	Table of Contents (TOC)				
	Page				
	Page				
	Page				
	Page				
	Intro cover page				
	Manuscript				
	About the Author				
	Blank pages				
	Book description				
	Front cover	n/a			
	Back cover	n/a			
	Spine cover	n/a			
	Full bookcover	n/a			
	Publication	n/a			

Printing Co. _____	<div style="border: 1px solid black; padding: 5px;">                     Top Space:___ Font:_____ Size:_____                      Ch. Title Font Type:_____ Size:_____                      Spacing in Between: _____                      Font Size: _____                      Paragraph Font Type: _____                      Font Size: _____                 </div>	<p>Margins</p>						
<p align="center"><b>Total number of pages →</b></p> Paperback <input type="checkbox"/> Hardcover <input type="checkbox"/> Cloth <input type="checkbox"/> eBook <input type="checkbox"/>								
<p><b>-Book Measurements-</b></p> <table style="width:100%; border-collapse: collapse;"> <tr> <td style="width:30%;">Width</td> <td style="width:30%;">Spine</td> <td style="width:40%;"></td> </tr> <tr> <td>Weight</td> <td>Size</td> <td></td> </tr> </table>			Width	Spine		Weight	Size	
Width	Spine							
Weight	Size							
Header:	Footer:	Gutter:						

Book Price	-	Bookstore Percentage	-	Printing Cost	←Amount Varies on Printing Cost→ For each print/distribution house	Net Compensation
\$_____		____%		\$_____	X Author Royalty 60% =	Author \$_____
\$_____		____%		\$_____	X Publisher Prctg 40% =	Publishing House \$_____

Scratchbox

**Publisher Completion Signature:** \_\_\_\_\_

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